

## Office Manager

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Company: Tanium

Location: Kraków

Category: other-general

### **The Basics:**

Tanium is seeking a forward-thinking, organized, and dynamic Workplace Manager to oversee our office in Kraków, Poland. The ideal candidate possesses an entrepreneurial & operational mindset who will build relationships with global leadership and key stakeholders in a matrixed environment.

### **What You'll Do:**

In this role, you will oversee the day-to-day operations of our new Kraków office operations, and curate the programs, services, projects, and events that support Tanium's culture. You'll be a composed and decisive self-starter who uses our core values to drive decision-making. You will multi-task projects, promote cross-functional team synergy and be an advocate for the needs of the employees, space, facilities, and administrative programs in Kraków. This is a full-time role based in the Kraków office, and reports to the US based Sr. Manager, Real Estate & Workplace rolling into the greater Global Administrative Operations function; however, the role requires constant collaboration with a variety of key stakeholders and local leadership. Initially this role will manage a serviced location but will transition to a long-term leased space. This role will support the G&A function to include HR, Enablement, Legal, Finance, IT Operations, and Admin ops.

The position is an on-site role with a presence in the office expected

The local functions will operate 24/7; however, the expectation is this role will work standard hours (8:00-17:00)

Organize and champion our employee experience offerings and contribute your voice to Tanium's global strategy for these programs

Closely work with IT logistics to ensure hardware assets are received and distributed appropriately

Assist with local Administrative & HR processing tasks that cannot be done remotely by our US-based teams

Assist with local new hire welcome swag/branded merchandise operations in collaboration with the Swag Operations Team

Build strong internal relationships with our employees, leadership, partner teams, and key stakeholders

Innovate and deliver programs and services to support our growing distributed workforce in the region, as well as onsite facilities

Support and address local safety, security, and facilities-related concerns and communicate status and updates effectively

Act as a conduit for US / UK-based operational teams and promote operational efficiency for the locally-based team

Timely mail processing and understanding of Polish shipping rules and regulations

### **We're Looking For:**

#### **Education**

Bachelor's Degree required, or AA/AS with equivalent experience

#### **Must Have:**

Experience of administrative Workplace programs and/or site management experience for a large company

Bi-lingual: Proficient in English and Polish

Must have strong management and leadership skills, and experience with both direct reports and cross-functional teams

Must have strong vendor management skills and the ability to work directly with Finance, Accounting, and Procurement to onboard required vendors

A proven ability to be a self-starter capable of driving results without significant supervision

General understanding of environmental sustainability operations related to the workplace to align with Tanium's companywide goals in the area

Exceptional organizational and analytical skills, financial acumen, and both verbal / written communication skills are required

Periodically available to join global administrative meetings during US hours, outside standard working hours

Strong ability to multi-task and successfully coordinate multiple projects simultaneously; ability to prioritize activities effectively, while ensuring a high level of accuracy and attention to detail

Background in Workplace Services focused on exceptional customer service and promoting a positive employee experience for employees, candidates, clients, and vendors alike

Complete responsibility and oversight of day-to-day operations of the site, ranging from janitorial to life-safety, space planning, food and beverage, events, and all programs and services in-between

**Good to Have:**

Experience supporting technical support center or call center business functions is preferred

**Core Competencies**

Demonstrates initiative and motivation

Excellent oral and written communication skills

Team player

Person of high ethics and integrity

Ability to work in a fast-paced, changing environment

**Additional Offerings**

Attractive remuneration and comprehensive benefits

All full-time employees are eligible to receive restricted stock units. You can own part of the company you help to build

A value-based, transparent culture that fosters collaboration and innovation

Ability to work with global customers

Ability to work on complex and strategic global projects and initiatives

Career development opportunities

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